

COMMUNITY CARE LICENSING DIVISION

*"Promoting Healthy, Safe and
Supportive Community Care"*

TECHNICAL SUPPORT PROGRAM

Self-Assessment Guide SMALL FAMILY HOMES CARING FOR CHILDREN WITH SPECIAL HEALTH CARE NEEDS STAFF RECORDS



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

TECHNICAL SUPPORT PROGRAM

SMALL FAMILY HOME CARING FOR CHILDREN WITH SPECIAL HEALTH CARE NEEDS

STAFF RECORDS

This tool is designed to assist small family homes caring for children with special health care needs to comply with training and documentation requirements. It includes the most commonly required records. It is not an exhaustive list of all records which may be required and ***cannot be used as a substitute for having a good working knowledge of all records required by regulation and law.***

YES NO **FOR THE LICENSEE AND EACH STAFF MEMBER CARING FOR A CHILD WITH SPECIAL HEALTH CARE NEEDS**

- ☐ ☐ Documentation that he/she either:
- successfully completed training by a physician or other health care professional pursuant to the child's individualized health care plan,
 - or
 - is a licensed health care professional whose qualifications and expertise have been determined to meet the child's in-home health care needs by the child's Individualized Health Care Plan team. W&I 17731(c)(3)(4)(5)(6)

YES NO **WHENEVER FOUR OR MORE CHILDREN ARE PHYSICALLY PRESENT AND AT LEAST ONE OF THESE CHILDREN HAS SPECIAL HEALTH CARE NEEDS**

- ☐ ☐ Documentation that either:
- The licensee has assistance from one or more caregivers,
 - or
 - Each Individualized Health Care Plan team has documented that their child would not require an in-home health care provider to deliver specialized medical services during that time of day or night. W&I 17732(b)(2) and (2)(A)
- ☐ ☐ Documentation that the licensee has on-call assistance available to respond to emergencies.